

INTERNAL JOB POSTING

TOWN OF WALLINGFORD EMPLOYEES ONLY

Current full -time Classified Service
Town of Wallingford Employees Only

JOB OPENING NOTICE – PURCHASING DEPARTMENT

CLERK TYPIST II

\$19.42 - \$25.85

(Hourly)

There is (1) one opening for a Clerk Typist II at the Purchasing Department. The duties and requirements are indicated in the job description on the reverse side of this posting.

Current full-time Classified Service Town of Wallingford employees in the Town, Utilities and Board of Education who possess the minimum qualifications and wish to apply for this position may do so by submitting an up-dated application form on or before 5:00 P.M. on Friday, May 19, 2023.



James R. Hutt, Jr.
Human Resources Director

PLEASE RETURN APPLICATIONS TO:

TOWN HALL
HUMAN RESOURCES DEPARTMENT
ROOM 301
45 SOUTH MAIN STREET
WALLINGFORD, CT 06492

PLEASE RETURN BY: FRIDAY, MAY 19, 2023 - BEFORE 5:00 P.M.

Employees who fail to submit an updated application form for this opening will not have their names considered further in the selection process. Absolutely no exceptions will be made to this requirement.

POSTING DATE:

Tuesday, May 9, 2023

TOWN OF WALLINGFORD
DEPARTMENT OF PERSONNEL

CLERK-TYPIST II

GENERAL STATEMENT OF DUTIES: Performs difficult and varied clerical work which usually involves knowledge of procedures and regulations; does typing which involves accuracy rather than speed; may examine, verify and record requisitions, orders, bills, invoices, payrolls, claims, tax returns, transmittal sheets and checks related items; may reconcile bank statement; may send out notices of official action on applications, licenses, permits, contracts, claims, tax returns, hearings or examinations; may do routine posting; may take trial balances. As required, types involved financial or statistical statements, reports or other material requiring some independent judgment and resourcefulness and involving a degree of final responsibility; types correspondence, reports, lists, schedules and statements; may prepare material for and type vouchers, purchase orders, bills, warrants, and other related forms; may analyze and sort material for filing and maintain general office files; may operate, on occasion, office appliances such as adding, calculating, duplicating, mimeographing and check-writing machines or bookkeeping machine; cuts difficult stencils, does related work as required; composes correspondence; may interview visitors, arrange appointments and keep office and personnel records.

SUPERVISION RECEIVED: Works under general supervision with the nature and extent of the instructions and review depending on the kind of work assigned.

SUPERVISION EXERCISED: When so designated, may supervise one or more Clerk-Typists I.

REQUIRED QUALIFICATIONS: KNOWLEDGE, SKILL AND ABILITY: Ability to type at a net speed of 40 words per minute after deduction of errors; ability to follow written and oral instructions; considerable clerical ability; considerable ability in arithmetical computations; ability to write legibly; ability to maintain effective working relationship with others.

REQUIRED EXPERIENCE AND TRAINING: High school or business school training courses in typing and one (1) years employment in office work of a responsible nature involving typing or, in lieu thereof, an equivalent combination of above experience and training totaling five years.